

**State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION (DBR)  
1511 Pontiac Avenue, Bldg. 68-2  
Cranston, Rhode Island 02920**

**Division of  
Design Professionals BOARD OF EXAMINERS OF  
LANDSCAPE ARCHITECTS**

**MINUTES OF THE MEETING**

**DATE: 27 March 2013**

**PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room,  
Cranston, RI**

**MEMBERS PRESENT Chair Steven Pilz, Vice-Chair Sara Bradford,  
Secretary Michael Dowhan and Member John Carter**

**MEMBER ABSENT: None**

**OTHERS PRESENT: Mrs. Dawne Broadfield, Board Executive  
Jenna R. Algee, Esq., DBR Legal Counsel (Present 2:13 p.m. – 3:30  
p.m.)**

**(1) CALL TO ORDER - Chair Pilz called the meeting to order at 2:13  
p.m.**

## **(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

**Member Carter moved to approve the Regular and Executive minutes of the 27 February 2013 meeting. Secretary Dowhan seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Carter.**

## **(3) EXECUTIVE SESSION**

**Because of the nature of the following items, Chair Pilz moved to convene into Executive Session at 2:17 p.m. pursuant to Rhode Island General Laws, §42-46-5(a) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(2) for investigative proceedings regarding allegations of civil or criminal misconduct. Member Carter seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Carter.**

**Chair Pilz moved to adjourn from Executive Session and to reconvene to an open meeting at 3:42 p.m. pursuant to RIGL §42-46-4.**

**Secretary Dowhan seconded. Vice-Chair Bradford amended the motion to put the “Supplemental State Exam” discussion back into general discussion. Secretary Dowhan seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Carter.**

## **(4) CORRESPONDENCE**

**RIASLA Chapter News was received.**

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**(5) OLD BUSINESS**

**a. Rules and Regulations**

**A workshop to continue the Board's Rules and Regulations discussion is scheduled to be held on Thursday, April 11, 2013, at 5:30 p.m. at the office of Veri/Waterman Associates.**

**b. Legislation – Ominbus Bill Relating to Design Professionals**

**This item was moved to executive session.**

**c. Miscellaneous – LAAB request to review proposed changes.**

**Response received from Mr. Ron Leighton, LAAB Administrator, was continued for further discussion. Due to lack of time, this item was not discussed.**

**(6) NEW BUSINESS**

**a. Miscellaneous – None at this time**

**b. Next meeting – 24 April 2013**

**(7) APPLICATIONS**

**LA Applications to be reviewed**

**Chair Pilz drafted an application checklist to be used in reviewing applications prior to the meeting.**

**Vice-Chair Bradford moved that the applicants for the State Supplemental Examination (SSE) be accepted for Danielle Ann Mellett, Dan K. Gordon (CA) and Rachel Loeffler (MA). Secretary Dowhan seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Carter.**

#### **LA COA Applications to be reviewed**

**CPH, Inc. – COA#LA23,103 – Amended - Name Change from: CPH Engineers, Inc.**

**Chair Pilz moved to approve the applicant as stated above for a COA Name Change and to send the company a conditional approval letter. Vice-Chair Bradford and Secretary Dowhan seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Carter.**

#### **(8) ADJOURNMENT**

**Chair Pilz moved to adjourn the meeting at 4:00 p.m. Vice-Chair Bradford seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Carter.**

